



## VACANCY ANNOUNCEMENT 134

Date: 12/27/2013



### ANNOUNCEMENT NUMBER: 134

**OPEN TO:** All interested candidates.

**POSITION:** Voucher Examiner, LES-7<sup>(1)</sup>; FP-7<sup>(2)</sup>

**OPENING DATE:** December 27, 2012

**CLOSING DATE:** January 10, 2013

**WORK HOURS:** Full-time; 40 hours/week.

**SALARY:** (1) Mission Policy is to hire LES employees at step 1 of the grade. The current annual salary for an LES-7, step 1 is L.E 64,281.

(2) Actual FP grade and salary will be determined by the US Department of State.

Notes: All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration.

Best qualified displaced/RIFed employees will receive priority *consideration* if no US Citizens, family members or veterans apply.

The US Embassy in Cairo is seeking an individual for the position of Voucher Examiner for the Financial Management Office.



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### BASIC FUNCTION OF POSITION

The incumbent is a sole source for managing examining and processing all telephone accounts within the mission, also is the link between the embassy and all telephone companies.

Under the direction of the FMO he/she manages the accounts for 1000 official cell phone lines, 740 residential and official phone lines, switchboard (SWBD) international and local calls through PRI circuit and 70 telephone circuits. He/she maintains the accounting required for each line by either using a telephone billing system or using Excel spreadsheets and ACCESS databases. He/she performs work-requiring execution of a variety of procedures related to the processing and distribution of telephone bills account payable and the payment of phone invoices. He/she will be required to maintain an extensive array of contacts in order to address the wide variety of issues that are associated with telephone billing and services. These contacts include all Mission Egypt stakeholders and external service providers.

The incumbent will examine, prepare vouchers, obtain receiving officers signatures of all embassy agencies, provide funds of all serviced and non-serviced agencies including crosswalks in order to process all above payments through RFMS.

The incumbent will communicate with senior level accountants and authorities to monitor payments and solve problems. The incumbent will provide guidance on telephone billings to all agencies and vendors.

### QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of university degree in business administration. is required.
2. Three years experience in telephone accounting in large companies or telephone installations handling the bills for over 1000 telephone lines is required.



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3. Level III in English and Arabic is required.
4. The incumbent should have thorough and detailed knowledge of the Embassy organizational structure, the various agencies represented, and the DOS sections and offices to properly perform duties. The embassy, as a mega post, has a number of agencies subscribing to ICASS telephone service support for which IRM provides full telephone accounting assistance and other non-ICASS agencies that IRM provides with limited assistance, specifically for the Department of State telephone network installed in these non-ICASS agencies/offices at the direction of upper management. The incumbent should possess a detailed knowledge of section/office function/location to assist in the assessment of prioritizing the urgency of telephone billing and requests received and meet the customer needs. The incumbent should have analytical skills. The incumbent should have knowledge of Department of State regulations governing the payment of vouchers and use of telephone services at post and other external vendors.

The incumbent should have good knowledge of Microsoft Office suite such as word and excel and good knowledge in working with accounts payable systems.

5. Accounting and advanced computer skills are required. Designing and modifying standard procedures are also required. These skills rest on a refined, general understanding of the operations of IRM and FMC operations. Attention to detail and frequent contact with mission management, American staff and agencies is required and good communication and interpersonal skills are needed. He/she must be able to perform duties with accuracy and professional poise. Problems encountered range from routine to highly complex in nature. Must have sound analytical abilities to analyze various factors and conditions of the telephone accounting and billing. He/she must also have the ability to obtain factual and accurate information from customers in the providing of telephone billing assistance; conduct dialogue with customer regarding their complaints and requests; the ability to search FAM and FAH to assist in the performance of



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assigned duties; and the ability to troubleshoot, telephone bills issues. He/she should exhibit high level of communication skills with all key personnel, office managers, and mission management. The ability to work under pressure and develop computer skills required to do the job. He/she should have advanced skills in developing EXCEL spreadsheets and ACCESS databases and develop formulas to calculate telephone call costs and compare with various telephone service companies invoices. He/she should be prepared to assist with the development of mission policy governing telephone services.

### SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

### ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFM's who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

### TO APPLY

**Interested applicants for this position must submit the following or the application will not be considered:**



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1. The Universal Application for Employment (UAE) DS-174 (link to instructions and applications: <http://egypt.usembassy.gov/hr.html>)

2. Candidates must provide in the application (DS-174) names of family members working in the Mission.

3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application or the preference will not be applied.

4. (Optional): Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

### SUBMIT APPLICATION TO

Human Resources Office  
Attention: Neveen Elias or Lamiaa Hafez  
US Embassy, Cairo  
8, Kamal El Din Salah Street, Garden City  
Email: [cairojobs@state.gov](mailto:cairojobs@state.gov)

### DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

--US citizen;

--Spouse or dependent who is at least age 18;

--Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad;

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and

--Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a US Citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a US Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: January 10, 2012**

The US Mission in Cairo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or



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political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.